

AGENCY USER GROUP SURVEY

Name

Job Title

Agency

1 What is the objective for the Agency User Group Meetings?

Suggestions for enhancements

Discussion of problems and resolutions

Interaction with other common users

Agency involvement in testing changes before finalized

All of the Above

2 The following composition questions relate to the user categories below:

How many different group meetings should there be and how often?

Should there be monthly meetings for each group of users? Yes No

Should Materials Management meetings be broken down by module? Yes No

Should there be quarterly meetings to combine groups? Yes No

Which ones?

Should topics scheduled determine users that will attend?

How many representatives from your agency would you have attend in each category?

3 Time am/pm

Duration 2hrs/4hrs

Location

4 Who should plan the agenda and facilitate?

Rotate a representative from a different agency for each meeting? Yes No

A User Committee? Yes No

Would you chair a meeting or serve on the User Committee? Yes No

5 Topic suggestions for meetings:

6 Format suggestions:

Please fax completed surveys to Diane Tubbs at OSC 981-5561 by 1/9/98